



Clarke County Fire and Rescue

Standard Operating Guideline

Subject: Personnel-Logbooks	SOG: 300.05	Page 1 of 2
Category: Personnel – Logbooks		Sub Category: Logbooks
Approved by: Fire and EMS Director		Effective Date: 12/12/2016

Purpose

To establish a Standard Operating Guideline for all employees to report daily station activities to include but not limited to incident calls, public services, training, equipment checks, station duties, etc.

Definitions

The following definitions have been adopted for use;

- CCFR – Clarke County Fire and Rescue

Procedure

1. All employees will record station activities using the Daily Log. This log will be kept electronically (in excel format) on the station computer in folders designated by month (ex.-Oct 2016, Dec 2016). Each daily log will be saved in the following format: year.month.day (ex. 16.12.16).
2. Log explanation:
 - a. Date-The date the log started (one daily log for each day of the year)
 - b. Operational Period-The Operational Period should be from 0600-0600 each day unless otherwise directed by the Director of CCFR.
 - c. Unit Staffed-The primary medic unit that is staffed that day (ex. M1-2)
 - d. Station Staffed-The station the employee staffing (ex. 1-for station 1)
 - e. Personnel Roster Assigned-The employees assigned to that day regardless of the amount of time they spend working that shift (ex. Crew 1-Bob Smith)
 - f. Time In/Start-The time the employee(s) started an incident/activity or event (ex. 06:00)
 - g. Time Out/End-The time the employee(s) stopped an incident activity or event (ex. 07:00)
 - h. Duration-The duration of that incident, activity or event – **THIS IS DONE AUTOMATICALLY – DO NOT CHANGE**
 - i. Major Event/Activity/Incident Type-This is the activity the employee is performing or the incident type of the call they responded to (ex. MVC, Diff. Breathing, Station Duties, ect.)

- j. Incident Number (last 4)-This is for the last 4 numbers of the incident number (ex. 4157). If no call was run, no information is required.
- k. AIC Initials-The initials of the AIC for a call (ex. Js-for John Smith). If no call was run, no information is required.
- l. Crew-Choose from the drop down list provided. C-Career only personnel were on the unit, CV-Career & Vol.-for a combination crew of career and volunteer personnel). If no call was run, no information is required.
- m. Unit-The unit that responded on the call (ex. M1-2, W4, E1). If no call was run, no information is required.

3. Supervisors responsibility

- a. The CCFR Station Lieutenant upon the end of the month will submit the Operations Report pertaining to all information given in the daily log.

4. Failure to complete the Daily Log

- a. Any failure by the employee(s) to complete the daily log could result in progressive disciplinary action to include verbal or written warning, suspension up to termination.